STOCKTON POLICE DEPARTMENT

GENERAL ORDER

TRANSFERS

SUBJECT

DATE: March 13, 2019

NO: A-7

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Changes in Assignment

I. POLICY

A. The purpose of this order is to establish procedures for department personnel transfers. Implementation of this order should provide greater access to assignments and provide personnel with a varied training experience, consistent with career development plans. The Division/Section Commander with the opening will make the selection and forward their recommendations to the Chief of Police. The Chief of Police has final approval on all transfer selections.

B. From time to time, vacancies will occur which will be filled without the vacancy being opened to the interview process. This decision shall be at the discretion of the Division/Section Commander having the vacancy. In these cases, the Division/Section Commander will forward their recommendation to the Chief of Police for final approval.

C. In cases where a vacancy occurs and the Division/Section Commander does not have a candidate to fill the position, a Department Special Order announcing the vacancy may be issued. The announcement will describe the opening and list the minimum requirements for the position. Interested personnel will fill out a Transfer Request Form. This order will allow a minimum of twenty-one days for the submission of the Transfer Request Form.

II. PROCEDURE

If the opening necessitates requesting interested personnel to apply, the selection process will consist of the following:

A. A Transfer Request Form should be submitted through the employee's chain of command with the employee's training record attached.

   1. References will be accepted, but are not required.

B. An oral interview by the Division/Section Commander and/or designee(s) will be conducted.